

## DETAILED INSPECTION CHECKLIST

### FA SC STMT TEXT

- 961            EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)  
                Functional Area Manager: MFY-1  
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                Date Last Revised: 29 May 2015
- 961 01        UNIT-SPECIFIC ITEMS
- 961 01 001   Does the Unit Commander ensure Marines are made aware of the  
                 requirement to enroll family members in the EFMP at the time of first  
                 identification of a special medical or education need?  
                 Reference  
                 MCO 1754.4B, par 4b(10)(a)
- 961 01 002   Does the Unit Commander ensure EFMP enrollment information remains  
                 confidential, is not reflected in service record books, officer qualification  
                 records, command records, or in performance appraisals?  
                 Reference  
                 MCO 1754.4B, par 4b(10)(c); SECNAV 1754.B, par 5d
- 961 01 003   Has the command established a process to ensure personnel are aware  
                 of MCO 1754.4B by including EFMP information in unit briefs?  
                 Reference  
                 MCO 1754.4B, par 4b(10)(d)
- 961 01 004   Does the Unit Commander ensure that enrolled sponsors check in and  
                 out with the Installation Exceptional Family Member Program (IEFMP) as  
                 part of the PCS check in and out processing?  
                 Reference  
                 MCO 1754.4B, par 4b(10)(e)
- 961 01 005   Is the Unit Commander, or the appointed designee, provided a list of  
                 sponsors (sponsor's name, EFMP enrollment date, and enrollment  
                 expiration date) in the Command that are enrolled from the IEFMP to  
                 ensure re-enrollment of the sponsor upon the enrollment expiration date?  
                 Reference  
                 MCO 1754.4B, par 4b(10)(b) and chap 2, par 1b(2)

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### 961 02 INSTALLATION-SPECIFIC ITEMS

- 961 02 001 Is the Installation Exceptional Family Member Program (IEFMP) office accessible to persons with disabilities?  
Reference  
MCO 1754.4B, par 4b(9)(b)
- 961 02 002 Does the IEFMP Manager ensure personnel receive access to EFMP PII only when required in the course of their duties?  
Reference  
MCO 1754.4B, chap 2, par 1a
- 961 02 003 Can the IEFMP demonstrate preserving the confidentiality of enrollees' information by safeguarding written and electronic correspondence and databases? Included in this responsibility is the proper storage and, when authorized, disposal of EFMP information.  
Reference  
MCO 1754.4B, chap 2, par 1a and par 2b(4)
- 961 02 004 Upon request, does the IEFM Program Manager provide the Commanding Officer, or their appointed designee, a list of EFMP enrolled sponsors in the command which includes only the sponsor's name, EFMP enrollment date and enrollment expiration date?  
Reference  
MCO 1754.4B, chap 2, par 2
- 961 02 005 Does IEFMP staff use the EFMP Authorization to Release and Consent to Exchange Information form to disclose information for purposes other than those identified in the DD Form 2792?  
Reference  
MCO 1754.4B, chap 2, par 2a
- 961 02 006 Does the IEFMP assist with direct support to provide and complete the application (DD Form 2792, and DD Form 2792-1 if required) for initial enrollment and updating, and education and outreach of eligible sponsors and family members?  
Reference  
MCO 1754.4B, chap 2, par 5, par 5c, par 18 and par 18a(1)
- 961 02 007 Does the IEFMP Manager provide EFMP enrollment information to sponsors and family members, installation commands, and activities?  
Reference  
MCO 1754.4B, chap 2, par 5a

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- 961 02 008 Prior to forwarding to MFY-1, does IEFMP personnel review the enrollment forms to ensure completion, and sign the required blocks on the DD Form 2792?  
Reference  
MCO 1754.4B, chap 2, par 5j
- 961 02 009 Are all eligible sponsors and/or families assigned an EFMP Family Case Worker (FCW)?  
Reference  
MCO 1754.4B, chap 2, par 17a
- 961 02 010 Does the FCW assist the sponsor and their family in providing relocation assistance before, during and after relocation required by a PCS? This includes collaboration between the gaining and losing IEFMP offices and the MCCS Relocation Assistance Program Manager.  
Reference  
MCO 1754.4B, chap 2, par 18a(2)
- 961 02 011 Does the FCW provide the sponsors and their families with necessary information, resources and referrals to assist them with the unique needs during a deployment?  
Reference  
MCO 1754.4B, chap 2, par 18a(3)
- 961 02 012 Does the IEFMP Manager ensure that families enrolled in the EFMP are represented by EFMP personnel at Children Youth & Teen Programs (CYTP) Inclusion Action Team (formerly known as SNERT) meetings to represent the interest of the family?  
Reference  
MCO 1754.4B, chap 2, par 18b
- 961 02 013 Does the IEFMP coordinate with the School Liaison to address special educational concerns that is systemic to the local education agency (LEA)?  
Reference  
MCO 1754.4B, chap 2, par 18c
- 961 02 014 Does the IEFMP provide outreach to sponsors, commands, and families to market and educate families about the EFMP? Outreach specialists will additionally document off-base care facilities and programs, and their contact information.  
Reference  
MCO 1754.4B, chap 2, par 18d

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- 961 02 015 Does IEFMP publicize and conduct a Special Needs Forum quarterly that is open to family members to address all issues that affect Exceptional Family Members?  
Reference  
MCO 1754.4B, chap 2, par 18f
- 961 02 016 Does the IEFMP provide opportunities for families to attend support groups and other similar capabilities with the goal to increase family-to-family support and encourage families to network?  
Reference  
MCO 1754.4B, chap 2, par 18g
- 961 02 017 Has the IEFMP established and maintained a library of special needs education, resources, and referral materials of national, state, military, and local resources to assist EFMP personnel, commands, and family members?  
Reference  
MCO 1754.4B, chap 2, par 18h
- 961 02 018 Does the IEFMP FCW provide direct family support services by maintaining, at minimum, quarterly contact?  
Reference  
MCO 1754.4B, chap 2, par 18i(1-9)
- 961 02 019 Does the IEFMP Manager facilitate the EFMP respite care program for families?  
Reference  
MCO 1754.4B, chap 2 par 19a
- 961 02 020 Does the IEFMP Manager use the respite care formula outlined in MCO 1754.4B to determine appropriate rates of reimbursement?  
Reference  
MCO 1754.4B, chap 2, par 19b(1-5)
- 961 02 021 Has the IEFMP established procedures for reimbursement to sponsors for qualifying respite care to include maintaining records and providing required reports to MFY-1 on a quarterly basis?  
Reference  
MCO 1754.4B, chap 2, par 19c
- 961 02 022 Does the IEFMP Manager review respite documentation provided to determine that providers meet requirements for the appropriate level of reimbursement?  
Reference  
MCO 1754.4B, chap 2, par 19e(1)

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- 961 02 023 Does the installation reimbursement request form include detailed dates/hours when service was provided, who the service was provided to, sponsor's signature, provider's service, hours used, and a statement noting that USMC EFMP retains the right to verify the provision of EFMP respite care? Also clearly noted on the reimbursement request form is language, approved by local MCCS counsel that outlines legal recourse for fraudulent reporting.  
Reference  
MCO 1754.4B, chap 2, par 19f(9)
- 961 02 024 Does the IEFM Program Manager have a process to report concerns regarding the provision of respite care and/or the veracity of reimbursement requests to local installation authorities for investigation?  
Reference  
MCO 1754.4B, chap 2, par 19f(10)
- 961 02 025 Is training provided to EFMP personnel in the areas pertaining to their position?  
Reference  
MCO 1754.4B, chap 3, par 3